



city of greenville

Business License Application - Resident and Non-Resident Contractors

For the year: _____ License Number: _____

1a. City Business Category: _____

1b. Specify business activity or provide NAICS Code _____

2a. Select Ownership: _____ 2b. Number of employees _____

3a. Job Site Location _____ 3b. Starting Date of Project (Non-Resident) _____

3c. Gross Contract Amount _____ 4. Original Business Start Date (In city limits) _____

5a. Business name _____ 5b. DBA Name _____

5c. Billing Address, Suite # _____

5d. Phone _____ Fax Number _____ E-mail address: _____

6. Minority Status of Owner: _____ 7. Application Type: _____ 8. Out of Business? Closing Date _____

9. FEIN or S.S. Number _____

10. Physical Addr, Suite # (Resident Businesses) _____

11. Credit Card _____ Card Number _____ CV _____ Exp. Date: _____

12. Computation of Fees:

A. Resident Contractors:

I. **New Business** – Have you ever owned a business in the City of Greenville before?

Yes No If yes, name and location: _____

1. Estimated total gross contract amounts for the balance of the year.

2. Calculate and enter fee based on Line I. 1.

II. **First Time Renewals:** (For Resident Contractors renewing for the first year)

1. Total gross Contract amounts from previous year.

2. Less contract amounts used as basis to purchase licenses in other municipalities.

3. Total gross contracts/jobs from previous year.

4. Estimated gross contracts/jobs from previous year.

5. First year adjustment (indicate + or -)

6. Adjust gross contracts/jobs (add lines II. 3 and II. 5)

7. Calculate and enter fee based on II. 6. **All businesses must pay the base fee amount.**

III. **Renewal Business:** (Existing Business)

1. Total gross contract amounts from previous year

2. Less contract amounts used as basis to purchase licenses in other municipalities.

3. Total gross contracts

4. Calculate business license fee based on III.3. (Inside and Outside City

B. **Non-Resident Contractors:** **Additional license fees are due as contract/job amount increases**

I. **New Business:** (License Must Be Applied For Prior To Beginning Work In The City)

1. Total gross contract/job amount. (Inside City Only). Calculate and enter fee based on Line I.1.

II. **Renewal Business** (License Must Be Applied For Prior To Beginning Work In The City)

1. Total gross contract/job amounts. (Inside City Only). Calculate and enter fee based on II. 1.

C. **Penalties due for late filing or Resident Business 2% Discount for early filing by 01/31.**

D. **Total Fees**

13. Contractors shall furnish the City the name, address, and contract amount of each subcontractor and material suppliers having any part whatsoever to do with all jobs within the City. Please attach listing with your application specifying job site with all subcontractors and material suppliers.

14. List names of owners, partners. Or officers of the business and their titles: _____

15. Name of preparer: _____ Daytime phone Number _____

This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.

Applicant's Name (Print) _____ Applicant's Signature _____

Date _____

- **New Businesses must obtain a business license prior to beginning operation.**
- **Business Licenses Expire December 31st Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full On Or Before The Last Day Of February To Avoid Penalties.**
- **Resident Business Only: 2% Early Discount if Paid by 01/31**

Item	Inside City	Outside City	License Fee
I.1			I.
II.1			II.
II.2			
II.3			
II.4			
II.5			
II.6			II.
III.1			III.
III.2			
III.3			
III.4			
I.1			I.
II.1.			II.
			C.
			D.

INSTRUCTIONS FOR FILING A RESIDENT AND NON-RESIDENT CONTRACTOR BUSINESS LICENSE APPLICATION

PERSON REQUIRED TO FILE AN APPLICATION:

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505

RENEWAL INFORMATION:

- Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- **If you are no longer in business, please indicate in writing and return this application.**

DUE DATES, PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES:

- **NEW Resident Contractor** applications, **with payment in full**, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- **RENEWAL Resident Contractor** applications, **with payment in full**, must be filed with the City of Greenville Business License Office **on or before the last day of February of each year**. A penalty is charged for delinquent applications, post marked by the U.S. Postal Service, after the last day of February. The penalty is dependent on when the application is filed.
- **All non-resident contractors'** applications, with payment in full, must be filed prior to beginning operation in the City each year. Adjustments are required each time a new contract/job is obtained. It is the responsibility of the Contractor to pay on each job as the year progresses. Failure to report all contracts prior to December 31st each year will result in a 50 % penalty on any unreported amounts.
- **RESIDENT BUSINESSES 2% EARLY DISCOUNT.** For resident businesses only, if the business files their business license renewal application on or before the last day of January each year, they will be eligible for a 2% early filing discount off of their business license tax. **(NEW)**

COMPLETION OF THE APPLICATION:

- Please **complete in full**. Do not leave any items blank.
- Print clearly or type all information.
- This application will **not** be processed unless all requested information is provided.

A **Resident Contractor** must report all gross contracts/jobs, whether derived from within or outside the City limits. Be certain that the reported gross revenues corresponds with the records of the business and with the return filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

Allowable Ordinance Deductions: Deductions from your gross revenues are allowed if you are a resident business that paid a business license tax to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to the application before the deduction will be allowed.**

A. I. New resident businesses, in 1st year of operation, complete this section.

1. A new business must provide an estimate of gross contracts/jobs from the time of opening or beginning operation to December 31
Please separate inside City and outside City contracts in the appropriate columns.
2. Calculate the Business License tax based on the estimates provided on line A.I.1. (Refer to Rate Sheet)

II. Businesses renewing for the first time, complete this section.

1. Report the actual gross contract/job amount from beginning operation until December 31. Please separate inside City and outside City contracts/jobs in the appropriate columns.
2. See section on Allowable Ordinance Deductions (outside City column only).
3. Total gross contracts/jobs (A.II.1. minus A.II.2.).
4. This is the estimate that was provided to the City as your expected gross Contracts/jobs for the first year of operation.
5. This is the difference in the actual and estimated gross contracts/jobs from the first year of operation. This difference is an adjustment to the first year's contract/job amount. Subtract line A.II.4. from line A.II.3. and indicate whether + or -.
6. This is the total adjusted gross contract/job amount (A.II.3 plus line A.II.5).
7. Calculate the business license tax based on the amounts in line A.II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount (Refer to Rate Sheet).

III. Renewal businesses, complete this section.

1. All gross contracts actually earned during the business' previous fiscal year or during the prior calendar year should be posted here. Please separate inside City contracts in the appropriate columns.
2. See section on Allowable Ordinance Deductions (Outside City column only).
3. This is the total gross contracts, both inside City and outside City (line A.III.1. minus line A.III.2.)
4. Calculate your Business License tax based on the amounts in line A.III.3.

A **Non-Resident Contractor** must report on all contract/job amounts earned within the City.

B. I. A new business reports on the current amount of gross contracts/jobs earned within the City. Contractors must adjust the license each time a new contract or increase in contracts is obtained.

1. This is the total of any current year contracts/jobs.
2. Calculate the license tax based on the total provided on line B.I.1. (Refer to Rate Sheet)
3. Penalties are due if the license tax is not paid prior to beginning business in the City.
4. Enter total fee plus penalties due, if applicable.

II. Renewal businesses must base license on current year contracts and adjust the license each time a new contract or change is obtained.

1. This amount is the total of any current year contracts/jobs.
2. Calculate the license tax based on the amount in line B.II.1. (Refer to Rate Sheet).
3. The license must be renewed prior to starting the first contract/job in the City.
4. Enter total fee plus penalties due, if applicable.

C. Penalties are due on a **new resident contractor** if the license tax is not paid prior to opening or beginning operation in the City. No proration of the license fee will be given to new resident businesses who fail to file prior to opening. Penalties are due on **renewal resident contractors** if the license tax is not paid on or before the last day of February.

Renewals on non-resident contractors must base license on current year contracts and adjust the license each time a new contract or change order is obtained, in order to avoid penalties.

New Resident Contractors Penalties

10% if not filed by beginning operation
10% additional for each month thereafter, until paid.
Maximum annual penalty 50%.

New Non-Resident Contractor's Penalties

10 % if not filed prior to beginning work in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty 50%

Renewal Resident Contractors Penalties

10% if filed during the month of March.
10% additional for each month thereafter, until paid.
Maximum annual penalty 50%.

Renewal Non-Resident Contractor's Penalties

10% if not filed prior to beginning first job in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty 50%

This penalty is a percentage of, and is added to, the license tax. The penalty is dependent on when the application is filed.

Any new or renewing business that fails to purchase the license after formal notification shall be subject to a Uniform Summons.

D. Enter total fee plus penalties due, if applicable.

Note:

- All appropriate required state licensing is required prior to obtaining a City Business License.
- The City Business License Ordinance requires that a contractor submit a list with all subcontractors and suppliers on the job site. All subcontractors are subject to a City business license.
- Any Allowable Ordinance Deductions must have satisfactory proof attached to Business License Application before the deduction will be allowed.

A SIGNATURE MUST BE ON THE BOTTOM OF THIS FORM, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.